



Checklist for Applying for AOA Badge

We would like to express our gratitude for your attention to the detailed process of obtaining an AOA badge. It is important to note that airport badges come with a heightened level of security and communication responsibilities. Your vigilance and cooperation in this matter are greatly appreciated.

Step 1: Submit Information to PFA

To apply for an AOA badge, please complete the following online agreement, information and document submission: <https://app.waiverelectronic.com/render/templateByRefId/PFA-AOA>

Applications with incomplete information, unacceptable forms of ID, or missing documents will be disregarded.

Step 2: Complete Criminal History Questionnaire

After your application has been received and processed by PFA, you will receive an email from the airport badging portal with a link to a Privacy Statement, Cardholder Rules, and Disqualifying Crimes Questionnaire. Please complete this questionnaire as soon as possible.

This questionnaire will ask about your criminal history and any disqualifying offenses that may prevent you from receiving an AOA badge. It is important to answer all questions truthfully and accurately. Failure to do so may result in disqualification or revocation of your badge.

Step 3: Schedule New Badge Appointment

Only do this step after completing the criminal history questionnaire. Failure to do so may result in delays or cancellation of your appointment.

To schedule a New Badge Appointment, please follow the instructions below:

1. Go to <https://airports.hawaii.gov/hnl/passid/>
2. Select "**Badge Application - New**" appointment type.
3. Choose the date and time that best matches your availability.
4. Under the "Enter your details" section, select "Non-signatory" and fill in "Pacific Flight Academy" as the company when prompted.

Step 4: Go to Badging Appointment

Your New Badge Appointment will take place at the HNL Pass and ID Office, located in Lobby 4 of the Departures level of HNL Airport, Terminal 2. Please park in the Terminal 2 parking lot and arrive early to allow time to locate the office.

Please be sure to bring the following with you:

1. \$60 cash (exact change preferred)
2. The same two forms of ID that you submitted to PFA for your application.

Failure to bring these items will result in your appointment being cancelled. During the appointment, you will be required to provide fingerprints and have your photo taken for your AOA badge. Once the process is complete, the airport will give you a receipt and instructions for how to log onto the required Computer Based Training (CBT). **Do not lose this, it is unique to your account.** The CBT will not be accessible until after your background check is complete.



Step 5: Background Check

This step involves a background check process which will be conducted by the airport. Once your background check has been completed, we will notify you. If you have not heard from us 2 weeks after your initial appointment date, please email us for a status update.

Once you receive notification from us that your background check has been completed successfully, you can use the instructions given in Step 4 to access and complete the required CBT. It is important to complete the CBT before proceeding to Step 6.

Step 6: Schedule Badge Pick Up Appointment

1. Go to <https://airports.hawaii.gov/hnl/passid/>
2. Select “**Badge Pick Up**” appointment type.
3. Choose the date and time that best matches your availability.
4. Under the “Enter your details” section, select "Non-signatory" and fill in "Pacific Flight Academy" as the company when prompted.

Important Note: Your badge application will expire 30 days from the date of clearance notification. Therefore, it is imperative that you schedule a pick-up time within that 30-day window to avoid having to repeat the entire badging process. The airport and PFA can not provide a refund for application fees.

Step 7: Pick Up and Reporting to PFA

Your badge is valid for 1 year from the date of issuance. It can be picked up at the same location as your initial appointment. You are required to email a picture of the badge immediately upon receipt to fly@pacificflightacademy.com for our record keeping. Badges that we do not have an accurate record of will be considered security threats and subsequently deactivated without notice.

Badge renewal can be initiated up to 60 days before the expiration date. It is the responsibility of each member to track their own renewal date and initiate the renewal process by completing a new application. Failure to renew on time may result in a lapse of access to the AOA.

Thank you for your commitment to safety and security at our airport.

Blue skies and tailwinds,
Pacific Flight Academy